

Job Seeking Skills Workshops

July - December, 2017

★ **Manti Employment Center**
55 S. Main Suite #3 • Manti, Utah

Register for
reserved seating.
Walk-ins
welcome.



For more information, please call
435-835-0720, visit jobs.utah.gov or come
to DWS at 55 S. Main Suite #3 • Manti, UT.

- No-cost workshops are open to all job seekers.
- Register at jobs.utah.gov, or speak with an employment counselor.
- Workshops start on time. Late-comers will be asked to reschedule.

RESUMÉ WRITING:		INTERVIEWING SKILLS:	
July 4	Cancelled	July 5	1:00 PM–3:00 PM
July 11	1:00 PM–3:00 PM	July 12	10:00 AM–12:00 PM
July 18	10:00 AM–12:00 PM	July 19	1:00 PM–3:00 PM
July 25	1:00 PM–3:00 PM	July 26	10:00 AM–12:00 PM
August 1	10:00 AM–12:00 PM	August 2	1:00 PM–3:00 PM
August 8	1:00 PM–3:00 PM	August 9	10:00 AM–12:00 PM
August 15	10:00 AM–12:00 PM	August 16	1:00 PM–3:00 PM
August 22	1:00 PM–3:00 PM	August 23	10:00 AM–12:00 PM
August 29	10:00 AM–12:00 PM	August 30	1:00 PM–3:00 PM
September 5	1:00 PM–3:00 PM	September 6	10:00 AM–12:00 PM
September 12	10:00 AM–12:00 PM	September 13	1:00 PM–3:00 PM
September 19	1:00 PM–3:00 PM	September 20	10:00 AM–12:00 PM
September 26	10:00 AM–12:00 PM	September 27	1:00 PM–3:00 PM
October 3	1:00 PM–3:00 PM	October 4	10:00 AM–12:00 PM
October 10	10:00 AM–12:00 PM	October 11	1:00 PM–3:00 PM
October 17	1:00 PM–3:00 PM	October 18	10:00 AM–12:00 PM
October 24	10:00 AM–12:00 PM	October 25	1:00 PM–3:00 PM
October 31	1:00 PM–3:00 PM	November 1	10:00 AM–12:00 PM
November 7	10:00 AM–12:00 PM	November 8	1:00 PM–3:00 PM
November 14	1:00 PM–3:00 PM	November 15	10:00 AM–12:00 PM
November 21	10:00 AM–12:00 PM	November 22	1:00 PM–3:00 PM
November 28	1:00 PM–3:00 PM	November 29	10:00 AM–12:00 PM
December 5	10:00 AM–12:00 PM	December 6	1:00 PM–3:00 PM
December 12	1:00 PM–3:00 PM	December 13	10:00 AM–12:00 PM
December 19	10:00 AM–12:00 PM	December 20	1:00 PM–3:00 PM
December 26	1:00 PM–3:00 PM	December 27	10:00 AM–12:00 PM

RESUMÉ WRITING: Learn how to write and design an effective resumé that will get you an interview. Receive resumé and cover letter examples to assist in completing your personal career documents.

INTERVIEWING SKILLS: Learn to be confident in an interview, research employers, market skills and answer commonly asked questions to represent your skills to the prospective employer.



Equal Opportunity Employer/Program
Auxiliary aids and services are available upon request to individuals with disabilities by calling 801-526-9240. Individuals with speech or hearing impairments may call the Relay Utah by dialing 711. Spanish Relay Utah: 1-888-346-3162.

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